



Job Announcement

<http://mdcourts.gov>

TTY/D use Maryland Relay Service

Opening Date:	August 15, 2013	Closing Date:	August 29, 2013
Job Title:	Judiciary Clerk II - Civil	Position Type:	Regular Full Time
PIN:	085665	FLSA Status:	Non-Exempt
Location:	Circuit Court for Cecil County Elkton, Maryland	Grade/Entry Salary:	J06 \$29,278 - 34,691
		Financial Disclosure:	No

Regular State employees subject to promotion/demotion policy

Essential Functions: Provide support of U.I.F.S.A. and Child Support Enforcement case files by reviewing pleadings and other documents, preparing files, imputing docket entries, orders, issuing summonses and invoices in paternity and civil cases. Prepare contempt and warrants. Consult with Child Support Enforcement as needed. Provide general support to the Clerk's office Civil Department by answering telephones, and processing walk-in customer requests. Process cash and credit card transactions. Perform all other clerical duties as assigned.

Education: High School Diploma or GED.

Experience: One year of related experience.

Preferred: Proficiency with Uniform Court System (UCS) or similar database software. Experience in judicial system or other high-volume law-related office.

Skills/Abilities: Ability to communicate in an effective, patient, tactful manner with customers and co-workers. Ability to provide courteous customer service consistently. Ability to review comments and notations and record essential information. Ability to review and interpret documents and follow procedures manuals. Knowledge and ability to apply job-related terminology and to apply policies, procedures, rules, regulations and laws as required. Ability to perform computer and typing skills as evidenced by alpha and numeric data entry test. Ability to learn new tasks along with the flexibility to cross-train in other areas. Ability to lift items weighing over 25lbs. Ability to perform all duties as assigned.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN, and location. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

ATTN: Derrick Lowe, Clerk of Court
Circuit Court for Cecil County
129 East Main St., Room 108
Elkton, MD 21921-5971

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Applicants must be United States citizens or eligible to work in the United States.